

PROCUREMENT OFFICE
Division of Finance
Community, Municipal Services/Education
1 Franklin Street, Suite 345, Hampton, VA 23669-3570
Phone: (757) 727-2200 Fax: (757) 727-2207

April 25, 2003

Re: R.F.B. 296489/B

Gentlemen/Ladies:

The Director of Finance or his designated representative, on behalf of the **City of Hampton**, will accept written responses, in the Procurement Office, 1 Franklin Street, Suite 345 Hampton, Virginia 23669-3570 until **3:00 P.M. sharp**, local time, **Wednesday, May 14, 2003**, at which time they will be opened and read aloud for the following:

Job Readiness Seminar Facilitator and Job Placement/Developer

General Scope of Services as per attached.

Any previous submittals, offers, price given, either orally or written, can not be accepted as a response to this formal solicitation. To insure fair and equal consideration of your response, if you wish to compete, please reply to this request.

NOTE:

One (1) original and (2) two copies of your Bid are requires at bid opening, clearly marked "R.F.B. 296489/B".

This contract will be for one year with the option to renew two additional years.

While cost is important it will not be the only consideration in the contractor selection process. Equally important will be the contractors past experience and past performance with similar projects. Evaluation shall be in accordance with the State of Virginia Public Procurement Act and the Code of the City of Hampton Virginia.

The City of Hampton reserves the right to ask for oral presentation of any offerors who submits a Bid. Oral presentations are at the option of the purchasing agency and may or may not be conducted. Therefore, Bid should be complete.

Public announcement of the decision to award this contract shall be issued in written form distributed to all responsive participants via facsimile transmission, using offeror's number provided on the formal response form. Public records shall be available for inspection from the date of the public announcement.

It is the policy of the City of Hampton Virginia to facilitate the establishment, preservation, and strengthening of small businesses and businesses owned by women and minorities and to encourage their participation in the cities procurement activities. Toward that end, the City of Hampton, Virginia encourages these firms to compete and encourages non-minority firms to provide for the participation of small businesses and businesses owned by women and minorities through partnerships joint ventures, sub-contracts, and other contractual opportunities.

In accordance with the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, P.L. 104-193 it is the policy of the City of Hampton, Virginia not to discriminate against faith-based organizations.

During the performance of this contract, the contractor agrees as follows: (i) The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting for the provisions of this nondiscrimination clause. (ii) The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer. (iii) Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section. (iv) The contractor will include the provisions of i, ii, and iii in every subcontract or purchase order of over \$10,000.00, so that the provisions will be binding upon each subcontractor or vendor.

A withdrawal of bid due to error shall be in accordance with Section 2.2-4330 of the Code of Virginia.

The City of Hampton reserves the right to reject any and all responses, to make awards in whole or in part, and to waive any informalities in submittals.

Yours Truly,
For the City of Hampton, VA.

By *B. Pringle*

Betty Pringle, Buyer

